



Assistant Athletic Director Job Description

General Description: The Assistant Athletic Director will report to the Athletic Director. The Assistant Athletic Director works with the Athletic Director to help develop and maintain a quality athletic program that meets the approval of the Administrator. He/she will follow the school's philosophy, rules, and objectives as well as the rules and regulations of SWCAC.

Qualifications: The Assistant Athletic Director shall be one who has received Jesus Christ as Savior and Lord. The Assistant Athletic Director shall be a member in good standing of an evangelical church. He/she shall be a person of spiritual maturity.

Contracted by: Portersville Christian School Administration

Responsible to: Athletic Director

Responsibilities

- Schedule all athletic contests and create a master schedule for all teams and practices.
- Schedule all league and non-league games in a prompt manner.
- Register teams for preseason and postseason tournaments.
- Provide effective and timely communication about all games and practices to appropriate individuals and groups.
- Collect and oversee all paperwork for the athletes at the start of the season.
- Oversee the distribution and collection of uniforms.
- Coordinate team transportation for athletic events.
- Ensure that officials are paid in a timely manner.
- Maintain a database of all background checks and clearances for coaches.
- Oversee and coordinate game-day responsibilities.
- Other responsibilities as assigned by the Athletic Director.

Spiritual

- Seek to role model in attitude, speech and actions a consistent daily walk with Jesus Christ.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.

Personal

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Respectfully submit and be loyal to constituted authority.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
- Make an effort to appreciate and understand the uniqueness of the community.